



Position Description

College/Division:	University Experience
Faculty/School/Centre:	Engagement and Success
Department/Unit:	Deputy Vice Chancellor (Student and University Experience)
Position Title:	ANU Student Research Conference (SRC) Co-Design Committee Member
Classification:	Voluntary
Responsible to:	Student Leadership and Development Officer

PURPOSE STATEMENT:

The ANU SRC Co-Design Committee exists to centralise the student voice in the development of the 2022 ANU Student Research Conference and provide a personal and professional development opportunity for undergraduate and Masters by coursework students.

All undergraduate (including Honours) and Masters by coursework students are eligible to apply for this volunteer role.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The ANU Student Research Committee member is a member of the Engagement and Success Team. They will be guided and trained by a Student Development Officer to perform their role.

Role Statement:

ANU SRC Co-Design Committee members are expected to:

- Participate fully in, and contribute meaningfully to, the Co-Design Committee program (see time commitment on next page);
- Work collaboratively and independently throughout the program to understand, observe, ideate, prototype, test and reflect. Within this process,
 - **Program Designers** are expected to develop at least one event (or 'solution') to engage undergraduate researchers during the conference (September 14-16 2022).
 - **Social Media Designers** are expected to develop a social media 'solution', such as a promotional campaign or competition to engage conference stakeholders.
 - **Graphic Designers** are expected to develop a graphic design 'solution', such as a promotional campaign to engage conference stakeholders.

NB. The solution that students develop depends on their findings throughout the process, and students will be supported by staff to develop and implement their solution.

- Actively monitor their ANU email inbox and the communication channel decided upon by the committee (Slack, Teams or similar);
- Inform the Student Leadership and Development Officer of any difficulties, concerns or queries as they arise;
- To be familiar with, and committed to, the University's equity and diversity policies;
- Have an inclusive attitude and be willing to work with people of all backgrounds.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

Time Commitment:

- The program runs for 27 weeks from the week beginning April 11 2022 (second week of the mid-semester 1 break) until the week beginning October 3 2022 (week 9 of semester 2). The time commitment within this program includes:
 - Up to 3 hours per week during the mid-semester and Winter break of workshops and training;
 - Up to 2 hours per week during the semester of workshops and/or meetings and/or training;
 - Self-directed preparation and task completion of up to 4 hours per week to develop your solution will also be required in addition throughout the program.

SELECTION CRITERIA:

1. Demonstrated motivation, drive and goals for participating in the Committee.
2. Demonstrated interest in building specific skills through the role(s) applied for.
3. Demonstrated interest in committing to a substantial, long term project.
4. Ability to work in a diverse team environment.
5. Ability to manage time and deliver outputs to an agreed deadline.

Students are not expected to have prior experience in event management, social media or graphic design however demonstrable skills and previous experience will be highly regarded.

When preparing their application, students are encouraged to consult the resources provided by ANU Careers on responding to selection criteria:

https://careerhub.anu.edu.au/students/docs/detail/30?filename=2016_APPLICATIONS_Selection-Criteria.docx

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	